

How to organize a

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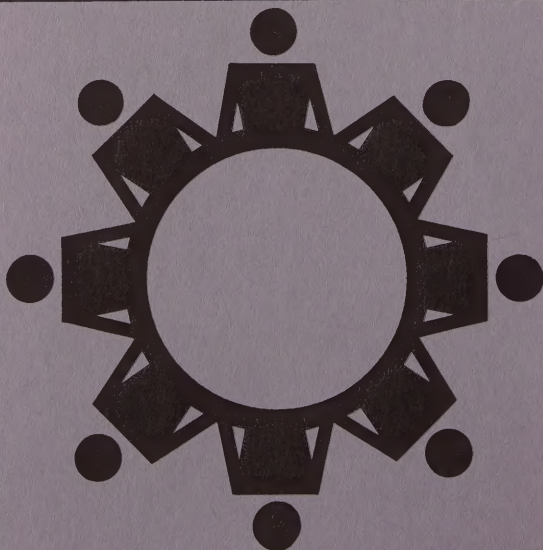
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SAFETY AWARENESS FOR EVERYONE



Project SAFE was founded to help the citizens of San Francisco reduce crime in their own neighborhoods.

Many San Franciscans are asking what they can do to help reduce the crime rate. Our answer is: get involved. You can do your part by getting the program started on your block. You don't have to be a professional to get SAFE underway. Any concerned person can successfully launch a neighborhood SAFE project. Here's how.

Setting up your first meeting:

1. Decide on a place for your first meeting. Call SAFE at 474-7318 and set up a date. A SAFE representative will provide you with official SAFE meeting cards. The SAFE staff member will also arrange to have either a policeman or civilian expert in crime prevention come to the meeting and talk to you about ways to protect yourselves and your neighbors. He or she will bring to the first meeting brochures and safety decals for your houses.
2. Whom to contact: The smallest geographic area for a SAFE meeting is one block — both sides of the street. A more workable and practical geographic area is two blocks — both sides of the street. We suggest that for a two block area, two citizen coordinators should be involved. All block councils in turn will be part of an area council. The SAFE staff will help you identify which area includes your block council.
3. Inviting your neighbors: The way you approach your neighbors is very important. We at SAFE have found that most people are receptive when you approach them with politeness and a belief in what you are doing.

A typical approach (after you give your neighbor your SAFE meeting card) would be:

"Hello, my name is _____, and I live up the street. I am talking to all of our neighbors on behalf of SAFE, a federally funded crime prevention program.

"What do you think is the most serious crime problem in your neighborhood?"
(response)

If you want to be

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in your home,
on the street,
join your neighbors in
Safety Awareness For Everyone.
This is our own program
to eliminate crime
in our neighborhood.

I'm your block representative: _____

Call me at: _____
for further information.

This is our neighborhood.
Let's keep it
SAFE.

Meeting time: _____
Meeting place: _____

Citywide Safety Project

SAFE meeting card

SAFE

"Well, we are having a crime prevention education meeting at _____, next Tuesday. Do you think you can make it?"

"Well, thank you, and we hope to see you there. By the way, what is your name? (response) Take care of yourself now (Mr./Mrs.) _____. Have a good day."

Try to obtain the phone number of the people you talk to so that you can call to remind them of the meeting.

4. Follow-up for the first meeting: It is *absolutely essential* that you follow-up with all of your neighbors who show some interest in coming to the first meeting. Our experience has been that the best time to call is the evening prior to the meeting. It usually does not make much difference if you do it in person or over the phone.

The First Meeting

Suggested Agenda:

1. Call to order.
 2. Introductions (go around the room and have everyone introduce himself or herself).
 3. Basic explanation of what the program is about (this is usually done by a member of the SAFE staff).
 4. Crime prevention tips (this part of the agenda will be conducted by either a policeman or a civilian expert in personal and residential security measures).
- Topics to be covered:
- a. home security.
 - b. safety on the street.
5. Crime prevention film.
 6. General discussion.
 7. Selection of an assistant coordinator and a recording secretary.
 8. Setting of time, date, and place for second meeting.
 9. Announcements.
 10. Adjournment.

Planning the Second Meeting

The second meeting of your block council will be one of the most important that you will have. It is at the second meeting that (1) the structure of the block club is put together; (2) Neighborhood Alert is set up; (3) Operation I.D. is explained and is launched in the block club area; (4) Whistle-Stop program is explained and launched; (5) a project is chosen into which a majority of people present are willing to put their energy. The project should relate to crime prevention in your neighborhood, and should be realizable.

Therefore, the second meeting should not just be thrown together. A suggested procedure:

1. Contact everyone who attended your first meeting. When talking to people:
 - a. Find out their reaction to the first meeting. Did they learn anything from it? Were they satisfied? Do they see the need for an on-going citizens' program to combat crime?
 - b. Explain that the first meeting was to help give them some tips on crime prevention in their home and on the street; that it is extremely important that they attend the second meeting because the whole essence of the program — Neighborhood Alert, Operation I.D., and definition of a specific task that people would like to see accomplished — will all be brought up at the second meeting.
 - c. Ask them to invite their neighbors and friends to the meeting.
 - d. Emphasize that crime can only be reduced if the citizens in the community are willing to do their part. And that a Neighborhood Alert program is the most important single thing that we can do to lower the crime rate in the area.
2. Contact the people you asked to the first meeting, but who didn't show. Let them know that it was a very beneficial meeting, and the people who attended learned important ways to protect themselves and their homes.
3. Then meet with one of our staff people to: (a) arrange the agenda for the meeting; (b) decide who is to chair the meeting (by this time you will be well acquainted with the agenda to be presented and, in all likelihood, you will be chairing the meeting. It should not be necessary for a SAFE staff person to be involved after the second meeting); (c) develop a clear understanding in your own mind as to how a block alert program works;

(d) establish some procedures for your area regarding implementation of Operation I.D.; (e) have staff prepare copies of the agenda to be made available to the people at the meeting.

4. *Follow up* in the same manner you did for the first meeting.

The Second Meeting

The primary purpose of the second meeting is to begin to structure the block club and the Neighborhood Alert program. The secondary purpose is to begin to implement Operation I.D. and to start developing a project that (1) relates to crime prevention; (2) that the majority of the group wants to pursue, and (3) that is realizable.

In other words, even though people may come up with a good project, they will become disillusioned unless there is a good chance of achieving success. Part of the role of the SAFE staff at this second meeting is to give a realistic appraisal of your chance for success on a given project.

A representative should be selected at this second meeting to sit on the Advisory Council of SAFE. The Advisory Council is the Steering Committee for your local SAFE group. It establishes neighborhood policy, directs staff and insures a co-ordinated effort among all the block clubs in the area.

Operation I.D.

Operation I.D. is one of the fundamental aspects of the program. Its implementation will begin at the second meeting. Two marking tools will probably be assigned to your group. A schedule should be set up to loan out the marking tools. Allow three days per person.

The Assistant Co-ordinator for your area will be in charge of implementing Operation I.D. He or she will maintain all records relating to Operation I.D. throughout the neighborhood. However, your block council's recording secretary should also maintain a set of records.

Once a person's property has been marked, he or she will receive a sticker warning burglars that the property inside has been marked for easy identification.

It has been proved in other cities that Operation I.D. works only when done on a saturation basis. Therefore, we advise that once your members' valuables have been marked, a group of three visit your other neighbors and get them lined up for Operation I.D. Once you have them lined up for Operation I.D. at this point you may then be able to enlist them into the block organization.



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Third Meeting

By the time of your third meeting, your group should be well organized.

The purpose of the third meeting is to:

1. Check out the progress of Operation I.D.
2. Follow-up on projects defined by the group.
3. Further structure the group, if that is necessary.

The block representative should maintain weekly contact with one of the staff members from SAFE. Staff will help you develop your project, and will also help you work on problems you may be encountering.

Keeping Your Group Together

If you successfully get through your third meeting, you are well on your way to establishing a viable block organization. Depending on what your group's project is, it could take anywhere from two to six months, or longer, to actualize. Staff will show you how to map out a strategy so that people do not get disillusioned if they don't achieve their goal within the first month.

Your group should meet about once a month, with a social function planned at least every other month. People like to have a good time, and an occasional party, brunch, or field trip definitely helps to solidify your group.

When you finally complete your first project, take a little rest, and then start moving on your second.

Good luck!

Remember, crime prevention in your neighborhood will not work without the efforts of dedicated people, such as yourself.

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**Safety Awareness For Everyone
The Citizens' Safety Project to Reduce
Crime in San Francisco**

330 Ellis Street, Suite 503

San Francisco, CA 94102 Phone: 474-7318

**In case of emergency, call San Francisco Police
Department: 553-0123.**

SAFE appreciates the assistance of Gary Yoes, project leader in Visitacion Valley, in the preparation of this brochure.

